

CHAPTER 2. MANAGEMENT CONSIDERATIONS AND OPERATING GUIDELINES

20. MANAGEMENT CONSIDERATIONS. Prior to initiating formal action to establish a committee, the official proposing such action should first consult with the office, service, center, or regional committee management officer (then with the staff of the FAA Committee Management Officer and legal counsel in the case of advisory committees) for assistance in developing the plans for establishing and justifying the proposed committee.

21. OPERATING GUIDELINES. A committee shall be established only when it is essential to the conduct of agency business. Proposed committees shall be evaluated to ensure that the committee will not:

- a. Make operational, administrative, or management decisions.
- b. Perform functions, duties, or responsibilities which can best be achieved by existing or proposed organizational structures or relationships.
- c. Shift responsibility for action, non-action, or delay.
- d. Consider matters outside their area of competence or responsibility.
- e. Perform functions that are the responsibility of, or can be assigned to, an organizational unit or an existing committee.

22. FUNDING. The sponsoring organization shall ensure that funds are available to cover the costs of each committee prior to establishment and throughout its duration. The sponsoring organization shall ensure that the committee does not exceed established budget limitations or spending ceilings.

23. SECURITY. In the event the activities of a committee involve access to or the development of classified data, the approving official shall contact the Office of Civil Aviation Security Policy and Planning in advance for appropriate advice and assistance. Order 1600.2D, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Unclassified Information, contains procedures to ensure compliance with security measures.

24. DOCUMENTATION. A committee is not formally established until it has been documented in the FAA directives system. The format for orders used to establish Departmental, intra-FAA, interagency, and international committees should follow that used for advisory committee charters insofar as appropriate. The format for advisory committee charters is discussed in paragraph 41.

25. NAMING THE COMMITTEE.

- a. Except as provided by paragraphs 25b and 25c, committees shall be designated as "committees" and their subordinate units shall be designated as "subcommittees."

b. The temporary status of ad hoc committees should be indicated in their titles by the use of such terms as conference, task force, team, party, group, or panel. Ad hoc committees and subcommittees having membership composed not wholly of Government members shall be considered advisory committees and shall use the term "advisory" in their titles.

c. The terms "commission," "council," and "board" shall be reserved for committees established by legislation or Executive order or for formally established elements of the Department; e.g., Contract Appeals Board.

d. The term "advisory" in titles shall be restricted to use for committees which have been chartered under the Federal Advisory Committee Act and whose membership includes one or more non-Government members.

e. The key word should be the first word in the name of a committee for convenience in recordkeeping, reporting, and identification; e.g., Aviation Safety Advisory Committee, instead of Advisory Committee on Aviation Safety; and Aviation Technology Interagency Committee, rather than Interagency Committee on Aviation Technology.

26. COMMITTEE OFFICERS. Each committee shall have a chairperson. Other officers also may be required, depending upon the size and type of the committee, the frequency of its meetings, and the nature of its assignments. Dual or rotating assignments of chairpersons may have the effect of dividing responsibility for a committee's work and should be avoided.

27. MEMBERSHIP.

a. **Composition.** A committee should be large enough to promote deliberations, but shall include only the number of members necessary to ensure the breadth and balance of expertise required to accomplish the mission of the committee.

(1) Membership should be limited to those organizations or individuals having a substantial interest in or substantially affected by the major mission of the committee.

(2) Representatives of elements having a limited interest in a committee's work should be invited to participate as observers when matters concerning their areas of interest are to be considered. Informal reports may be made to other interested nonparticipating elements, departments, or agencies.

(3) Consideration should be given to designating members by organization or organizational title (ex officio) rather than by individual name. This permits continuing organizational membership despite personnel changes.

(4) Membership on committees shall be open to all persons otherwise qualified without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or political affiliation.

(5) Members of advisory committees shall serve until replacements have been appointed, except where statute specifies otherwise.

b. Appointment of Members.

(1) The Secretary has reserved the authority to approve the designation of proposed members for certain categories of committees (see paragraphs 12a and 37).

(2) The Administrator will sign all requests and recommendations which must be sent to the Secretary concerning the appointment of committee members. Concurrence must be obtained from the Secretary before a formal invitation is extended to any individual who is proposed for membership on a committee requiring Secretarial approval.

(3) Approving officials for committees not requiring Secretarial approval of membership should be consulted before a formal invitation is extended to any individual who is being proposed for membership on a committee which does not require Secretarial approval.

(4) Appointments shall be made by the organizational element or by the sponsor recommending the proposed member(s).

c. Responsibilities of Membership.

(1) The member shall assess the work of the committee to ensure that it is directed toward and serving a valid and useful purpose and shall recommend to the establishing authority, when appropriate, changes in purpose or scope, withdrawal of membership, or termination of the committee.

(2) When a member presumes to speak for or represent FAA or the Department, or when designated to do so, he/she shall obtain FAA or DOT coordination, review, and approval from the appropriate officials to ensure that such representation accurately reflects the official FAA or DOT position.

(3) The member, when unable to be present, shall ensure attendance of an alternate at committee meetings.

28.-29. RESERVED.